

## **Charter of the Council of Federal Executive Secretariats**

### **1. Official Designation**

This body will be known as the “Council of Federal Executive Secretariats (Council)””

### **2. Membership**

Membership is voluntary and is open to all U.S. federal agencies, with an executive secretariat or equivalent function. All persons performing executive secretariat work are welcome to attend meetings (as approved by their home agency).

It is requested, but not mandatory, that each federal agency designate a specific lead representative and, if they wish, an alternate representative, to be the principal(s) who would:

- a) represent the Member agency by sharing its executive secretariat policies, practices, and views;
- b) regularly attend Council meetings;
- c) contribute to Council presentations and development of executive secretariat best practices and guidelines to be used (to the extent appropriate and practicable) across agencies; and
- d) serve as the lead for hosting a Council meeting.

### **3. Functions**

The Council provides a forum for Executive Secretaries and/or senior staff of an executive secretariat within the federal government to:

- a) exchange information and ideas on executive correspondence management and other functions performed by federal executive secretariat offices; and
- b) research, discuss, share, and promote best practices to more effectively enhance the management, work, effectiveness, and administration of all federal executive secretariats; and
- c) advance the work of the federal government by using its informal network of designated agency representatives to conduct federal executive secretariat business across the government in the most collaborative, efficient, and effective manner possible .

### **4. Term of Mission**

The time period necessary for the Council to carry out its purpose is indefinite.

### **5. Accountability and Authority**

The Council is self-directed and ad hoc in nature.

### **6. Staff Support for the Council**

Immediate support is generally provided by the staff of current officers, elected or designated annually. Support for selected writing, notification or special project needs is provided on a voluntary, as-needed basis from members of the Council.

7. Operating Costs

Website and meeting costs will be shared by the Council members.

8. Officers

The Council seeks to provide for the ongoing leadership of the organization by having the following offices and plan for succession:

- a) Chair: The chair is responsible for chairing each Council meeting and for providing leadership and direction to the Council and structure for the Council meetings.
- b) Vice Chair: The vice chair assists the chair as needed and assumes the role of chair upon the expiration of the term of the chair. The vice chair is responsible for chairing the monthly meetings in the absence of the chair, and as a matter of tradition, plans the annual Council summer luncheon, held in lieu of a formal meeting during the months of July or August.

Officers are appointed for a one-year term from January 1-December 31 in each position by a simple majority of the Council members, based on one vote by each Agency through the designated representative. The regular schedule for selection of the officers is at the December meeting of the Council.

Absent vacancies, the selection each December is for only the incoming vice chair, as the sitting vice chair is elevated to chair on January 1. In the event of a vacancy of the position of chair, the vice chair would fill the unexpired term before serving her or his own one-year term as chair the next year. The resulting vacancy of the vice chair or any vice-chair vacancy will be filled at the next regular meeting of the Council.

9. Past Chair

The immediate past chair will serve in an advisory role to the current chair and vice chair.

10. Committees

The executive committee will meet regularly to discuss Council matters and will be comprised of the chair, vice chair, two immediate past chairs, and other Council members as appointed by the chair.

Standing committees will be organized as needed, and the chair will appoint committee members.

11. Meetings

Meetings are held at the call of the chair. They are held on a monthly basis from September through June, although any member may request that the chair call a special meeting. The meetings will be hosted by member agencies on a voluntary, rotational basis.

12. Recording Secretary and Minutes

The chair will appoint a recording secretary to document the actions of the Council. The recording secretary will keep the minutes of each Council meeting. The chair will certify the meeting minutes.

13. Charter Revision

The charter of the Council of Federal Executive Secretariats is a revised version of the previous revision of the original charter of the Council and was last amended on the xth day of December 2013.

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Patrice Allen-Gifford  
Chair  
Department of Homeland Security

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Peter Lee  
Vice Chair  
Department of the Treasury